

**LOCAL AREA NETWORK ADMINISTRATOR  
(LAN ADMINISTRATOR)**

**Hourly Rate Range: \$20.47 – \$26.02**

**Job Announcement No: 03LW3305**

**OPEN: 4/07/03      CLOSE: 4/30/03**

**WHO MAY APPLY:** This position is open to the general public meeting the requirements of the position.

**WHERE TO APPLY:** Required forms and materials **must** be sent or delivered to: **Human Resources Division 500 4<sup>th</sup> Ave., Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE: Applications not received at the location specified above may not be processed.**

**FORMS AND MATERIALS REQUIRED:** The [King County Application](#), Data Information Sheet, Self-screening Background Questionnaire, and responses to the Supplemental Questions.

**WORK LOCATION:** King County Courthouse, 516 3<sup>rd</sup> Avenue, Downtown Seattle, and/or any of the Sheriff's Office's work locations within King County.

**WORK SCHEDULE:** This position is a full time, 40-hour workweek, Monday through Friday, day shift position. It is overtime eligible.

**PRIMARY JOB DUTIES INCLUDE:** performing highly skilled technical work assuring the proper and reliable operation of computer networks and computers within networks for the King County Sheriff's Office. LAN Administrators work with groups of interconnected computers and network operating systems, and have the responsibility of problem solving software compatibility issues within that network.

- Serves as Senior Local and Wide Area Network Administrator in a designated work area of King County. Focus is on network design, optimization, performance, and business efficiency.
- Provides both routine and advanced IT services for LAN design and maintenance, server maintenance, and LAN/WAN connectivity issues.
- Provides Tier I or Tier 2 client workstation service and support as required.
- Trains/advises other technical staff as a normal part of the job; acts as coordinator or lead on specific projects.
- Recommend or negotiate the prioritization of work assignments, work plans and products.
- Assess and recommend training; provide expert technical training, as necessary
- Act as liaison with vendors and other organizational units.
- Act as liaison between technical and management staff and between various organizational levels.
- Participate and guide in maintenance of complex, critical information systems.
- Develop, recommend, and review guidelines or operational standards.
- Act as technical expert in solving complex network problems or assist/instruct subordinates as required.
- Conduct business process improvement analysis as needed.
- Research, evaluate and recommend new software, hardware, and communications technology and products; write and/or review proposals.
- Develop or evaluate purchase requests for technical feasibility. Develop, review or implement service level agreements for in-house support services.
- May advise and recommend policies on use of information technology.
- Monitor project/team goals and budget; use project management techniques and methods to prepare project status reports and make presentations staff managers.
- Participate in long range planning and setting of strategic technical direction.

- Coordinate agency participation in enterprise-wide information systems projects.
- Performs usual and expected IT tasks such as upgrades, testing and performance level analysis.
- Assure compliance with Sheriff's Office and King County Information Services policy.
- Support the Sheriff's Office's Core Values of Leadership, Integrity, Service and Teamwork.
- **QUALIFICATIONS:** Successful candidates must possess an advanced knowledge of information systems, processes and computer technology principles. They must have demonstrated (with 3 to 5 years of experience) an advanced knowledge and skill in the following technical areas:
  1. Microsoft Windows professional desktop operating systems and applications.
  2. Microsoft NT 4.0 domain administration plus new versions to date.
  3. Various data analysis and recovery methods.
  4. File server and client workstation hardware/software installation and configuration.
  5. Real time network monitoring, troubleshooting, and control systems.
  6. System integration methods and principles, such as Access with Web Services.
  7. Local and wide-area networking systems and troubleshooting techniques.
  8. TCP/IP protocol suite and networking/routing fundamentals.
  9. Information systems security principles and practices.

Other required skills and abilities include:

- interpreting and evaluating policies and procedures to work plans and system design.
- recognizing the effects of technological change on current and future information system environments.
- preparation of purchase and technical bid specifications.
- assigning projects, coaching, counseling, and training.
- evaluating performance.
- developing and managing budgets and timelines.

**NECESSARY SPECIAL REQUIREMENTS:** Per RCW 41.14.100, an applicant for a position under Civil Service must be a United States citizen who can read and write and speak the English language fluently.

**UNION MEMBERSHIP:** Represented by Union Local 519

**Class Code:**

### **LAN Administrator Selection Process**

1. Applicants complete application packet and submit the King County application form, data sheet, Self-Screening Questionnaire and the completed Supplemental Questions to the King County Human Resources Division by 4:30p.m. on the due date.
2. Application packets are screened for completeness and qualifications.
3. Supplemental Questions are evaluated and scored.
4. Applicants will be notified, in writing, of the status of their application within 4 to 6 weeks from the closing date.
5. Those who do well on Supplemental Question responses will be scheduled to take appropriate technical tests.
6. Competitive candidates are scheduled for the oral board interview.
7. The Supplemental Questions score, results of the technical tests and the Oral Board Interview score are combined to determine placement on the LAN Administrator Civil Service eligibility list.
8. The King County Sheriff's Office will select from the 3 top scoring candidates

## **LOCAL AREA NETWORK ADMINISTRATOR**

### **Supplemental Questions**

1. Describe your experience as a LAN Administrator for the past 3-5 years: Where, when, your position in the IT division or department of the organization, how many clients (customers) did you provide service to.
2. What specific networking technology discipline do you consider your best asset to offer this organization?
3. Describe your experience with networking protocols. What tools and troubleshooting techniques do you consider most effective in analyzing communication problems between devices.
4. One of the most important aspects of this position is the candidate's ability to process a large variety of customer problems and requests, understand the problem, and be able to provide quick, efficient, and always courteous and service. Explain your experience in providing exceptional customer service.
5. One of the least desirable aspects of most LAN Administrators job is the frequent need to address client workstation problems both hardware and software. Your technical capabilities will likely be judged by your ability to quickly and efficiently resolve user support problems. Describe your experience in this area and explain how you would continue to improve your skills, and keep up with technology change.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**LOCAL AREA NETWORK ADMINISTRATOR****SELF SCREENING QUESTIONNAIRE**

In order to apply for the Public Safety Department, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. **Dishonest answers will be grounds for rejecting your application.** If you have any concerns about a question, or have committed illegal actions (whether or not you were caught) other than very minor actions, such as stealing a pencil from your employer or a candy bar as a child, please call one of our background investigators **prior to submitting an application** to find out whether these actions will disqualify you:

Detective Steve Barrus (206) 296-4074 or Detective Jessica Belter (206) 205-0883.

1. Are you now a United States citizen?	<b>YES</b>	<b>NO</b>
2. Can you read, write and speak the English language so as to be easily understood?	<b>YES</b>	<b>NO</b>
3. Have you been convicted of a felony as an adult?	<b>YES</b>	<b>NO</b>
4. Have you bought, sold, possessed, transported or used marijuana within the last three years?	<b>YES</b>	<b>NO</b>
5. Have you bought, sold, possessed, transported or used any other controlled substance such as, cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years?	<b>YES</b>	<b>NO</b>
6. Have you ever committed any serious illegal acts (whether or not you were caught)? (This does <i>not</i> include crimes such as shoplifting a pack of gum as a juvenile.) <i>Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	<b>YES</b>	<b>NO</b>
7. Do you have a record of frequent lateness or absence from work with current or past employers?	<b>YES</b>	<b>NO</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_